



Department of Personnel & Administration
DOIT – STATE ARCHIVES AND PUBLIC RECORDS
CERTIFICATE OF RECORDS DISPOSAL

Telephone (303) 866-2550
Fax (303) 866-2257

To:

STATE ARCHIVIST
State Archives and Public Records
1313 Sherman Street, Room 1B20
Denver, Colorado 80203

From:

AGENCY'S REPORT OF ACTION TAKEN WHERE DESTROY IS INDICATED ON THIS SCHEDULE AUTHORIZATION:

In accordance with this scheduled Records Disposition Authorization, the following actions were accomplished on

(Date) _____

_____ No records were destroyed under this schedule authorization.

_____ Records were destroyed under this schedule authorization. Please indicate below the manner in which the records were destroyed and the quantity (estimated cu. ft.)*.

_____ Paper Recycle	Quantity	_____ Cu. Ft.
_____ Pulp Mill Vat	Quantity	_____ Cu. Ft.
_____ Shred and Bale	Quantity	_____ Cu. Ft.
_____ Deep Trench - Sanitary Land Fill	Quantity	_____ Cu. Ft.

***SEE OVER: "Reporting Quantities of Records" - Information sheet for conversions of quantity estimates of records.**

STATE ARCHIVIST'S RECOMMENDATION FOR AGENCIES ON MICROFILMING PROGRAMS:

Where microfilming of PERMANENT RECORDS is indicated on this schedule authorization, TRANSFER SILVER MICROFILM (CAMERA COPY OR FIRST GENERATION COPY) TO THE CUSTODY OF THE STATE ARCHIVIST.

PLEASE HELP US TO UPDATE OUR RECORDS. USE THE COMMENTS AREA TO NOTE CHANGES. THANK YOU.

Was your mailing address correct? If no, please provide us with your correct address. Yes ___ No ___

Do you have an e-mail address? If yes, please provide us with this information. Yes ___ No ___

Do you have an official web site address? If yes, please provide us with your site's URL. Yes ___ No ___

Comments: _____

Reported by: _____

Records Liaison Officer's Signature

Title

Date: _____

RETURN TO STATE ARCHIVES